



## **POLICIES AND PROCEDURES**

Policy # 001

Subj: Division of Purchasing & General Services' Ethics Policy

Effective Date: July 1, 2008

Ref: UCA 63G-6-1001-1002  
UCA 67-16 et. seq.

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### **Purpose:**

The purpose of this policy is to set forth standards of conduct for procurement officers, purchasing agents and employees of the Purchasing Section within the Division areas where there are actual or potential conflicts of interest between their public duties and their private interests. In this manner the Division intends to promote the public interest and strengthen the faith and confidence of the people of Utah in the integrity of their government.

### **Policy:**

A. A. This ethics policy is in addition to the referenced cited statutes and is established as a guideline to deal with various aspects of ethical behavior. It is the policy of the State of Utah, Division of Purchasing & General Services, Purchasing Section that the state governmental purchasing agents and those within the Division that have procurement authority maintain the highest ethical standard consistent with professional public procurement, best practices and zero tolerance for unethical behavior.

B. Recognizing that individuals may belong to one or more professional purchasing organizations The National Institute of Governmental Purchasing (NIGP) Code of Ethics is hereby incorporated into this policy ([www.nigp.org](http://www.nigp.org)) and the Institute for Supply Management Ethical Principles and Standards ([www.ism.ws](http://www.ism.ws)).

C. The following Procurement Conduct and Values serve as a tool for best practice procurement. Any person employed by the Division who

purchases goods and services, or is involved in the purchasing process for the state, shall:

1. Never solicit or accept money, loans, credits or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.
2. Promote positive supplier relationships by providing an environment where all business concerns, large and small, women owned, majority or minority owned are afforded an equal opportunity to compete for State of Utah business.
3. Conduct all purchasing activities in accordance with the Utah Procurement Code §63G-6, Utah Administrative Code R33, and all other applicable statutes and rules as may govern a specific procurement, while remaining alert to and advising management regarding the legal ramifications of purchasing decisions.
4. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire opportunity by the avoidance of appearance or intent of unethical or compromising practice in relationships, actions and communications.
5. Demonstrate loyalty to the State of Utah by diligently following all lawful instructions while using professional judgment, reasonable care, and exercising only the authority granted.
6. Enhance the proficiency and professional status of procurement by seeking further educational endeavors.
7. Refrain from any private or professional activity that would create a conflict between personal interests and the interest of the State of Utah with an un-abiding consideration for the role of perceptions.
8. Constantly strive for the highest standards of ethical behavior; trust, respect, fairness, integrity and credibility.